

Notes from Meeting - Decisions for several projects

Tuesday, February 16, 2010
9:42 AM

PIMS - EDMS

Questions?

- Can Read Only (Viewer) users in PIMS see or open documents?
- Will Read Only + Notes (Viewer Plus) users in PIMS be able to see or open documents?
 - Currently they can only see a list of documents. They have no way to view, open or change them unless we provide a way for them to see the Open Docs button.

Notes

- Document type is equivalent to folders
- Document type examples:
 - Discovery; Charging Documents; Victim; etc.
- User rights in PIMS will be mapped to the user rights in the EDMS. Even if a user has Admin rights in PIMS, they may not have the same level of rights in the EDMS.

Decisions

- Document screen example #2 is what the users would like to have in PIMS when EDMS integration is done. Click on link to view: [Picture on page "Document Screen Samples"](#)
- If a document shown in PIMS is deleted by a user, that document will be deleted in the EDMS
 - Check to make sure the API allows deleting
 - It will only delete in the EDMS IF the user has that right assigned in the EDMS - otherwise, PIMS will return a message like: "You do not have permission to delete this document."
 - The delete right will be managed by each office for users. They will assign that right (or not) in the EDMS user setup
- Allow users to select MULTIPLE Document Types for a document they are generating
 - Send the document to the EDMS with the first document type, then send it again with the second document type, etc. until all documents types selected have been sent.
 - This will store a copy of the document under each selected document type (folder)
 - Issue: If this is done, then when the document screen is updated, it may show the document multiple times (once for each document type).
- Include Participant meta data in the document to preserve SL County's document processing. See this link: [Participant column in SL County's version](#)
- All other requirements as listed in the requirements document apply.

Requirements Document:



PIMS-EDM

PIMS Code Base Merge

All recommendations in the merge analysis document are accepted with the following exceptions:

- Notify Check box - on Victim/Witness Page
 - Enable it and fix the bug that caused issues in Firefox (with the date that is automatically entered)
- Race list
 - White
 - Black
 - Native American
 - Asian
 - Pacific Islander
 - Other
 - Unknown
 - We will need to run an update query on each database that changes the values as needed to maintain integrity. This underscores the reason NOT to hard code these values and use only the text instead of a foreign key.
- Search Screen
 - Include the 3 extra fields as the SL County version has
 - Include the ability to search by Agency # of EVERY additional agency added to a case. Currently we can only search by the Lead agency case #. We need to be able to search ALL agency case #'s.

- Allow searches to be filtered as they are in the Search Charges Screen:

- Options: Begins with; Contains; Ends with; Equals
 - Only need to allow this for the Case Number; Last Name; Court Number and Agency Case #.
- Search Results Screen
 - Use the Standard PIMS search results screen, but keep the Phase column from the SL County version, but abbreviate the values (don't include the comments in parentheses).
 - Phase *(this is the column header)*
 - S (screening)
 - I (initiation)
 - P (prosecution)
 - D (disposition)
- REMOVE the pop up messages for Inactive Attorneys, or other inactive participants. We don't need to be reminded about inactive lists
- Timeout in SL County version is too short. FIX the timeout so it only makes a user log back in after 8 hours (or overnight)
- Defense Attorney Type
 - Keep the list as in SL County's PIMS
 - Show the drop down list for ALL types (no need to hide/unhide based on the attorney type selected)
 - Allow counties/cities to either HIDE or SHOW the attorney drop down list all the time as a global office choice.
 - SHOW the Defense Attorney text boxes ALL the time, no matter what Attorney type is selected.
 - Default the Defense Attorney Type to Pro Se
- Replace HOME button with SEARCH button as it is in the standard version
- **Document Processing**
 - Keep the automated processing of victim notifications and letters
 - Figure out how to do it for everyone (we may have to develop a STANDARD template to use for the notifications)
 - Participant column in SL County's version of PIMS will need to be part of the META DATA sent to the EDMS
 - Investigate the automatic printing of SUBPOENAS and determine how that will be done for other agencies
 - Allow automatic printing to be disabled
 - Automated document processing as described by SL County:



PIMS-Automation Docs

- Documents Screen
 - This screen should look like the sample #2 screen (see here): [Picture on page "Document Screen Samples"](#)
- EVENTS Page
 - Remove assigned attorney drop down list on Events page for ALL users
 - Show the Defense attorney drop down list AND the Defense attorney text boxes both UNLESS it is disabled in the configuration file
 - Default Event Court to the same value as the Case Court on G.I. page
 - Default Event Judge to the same value as the Judge on G.I. page
 - Default Appearance attorney to the same value as the Assigned attorney
 - Default Defense Attorney Type to the same value as on G.I. page
 - Default Defense attorney (in drop down list AND/OR in the text boxes) to the same value(s) as on G.I. page
 - **EDITING AN EVENT**
 - When editing a COURT event, allow the user to ADD a NEW event of that type at the same time as editing the current one
 - This is because it is common that a court event will need to be re-scheduled on a different day for the same event. When this happens, the user must first edit the old event and put in notes about it being re-scheduled, THEN they have to add a new one. We would like to combine this into one step: Edit the rescheduled event AND add a new one of the same type with a DIFFERENT date and/or time.
 - Add a calendar pop up to the Event Date as in the standard version
- **PCNotes**
 - Check space allowed for PC Notes - it needs to handle many pages of data. It is often 4 or 5 printed pages long. In SQL Server databases, it allows as much as a user needs to enter. In the ORACLE database, it only allows 4000 characters. This needs to be changed to allow as much as possible (change it to a CLOB data type?)
- **SECURITY**
 - Move everyone to UMD security
 - Add a logout button (as already seen in SL County's version)
- **SPELL CHECK**
 - Add in a SPELL Checker for notes fields.
 - If we can only add it to some fields, we need the spell checker the most on the PC Notes and Case Notes
- **DECLINATIONS**

- Check with BCI to see if we can get this working for everyone so all declinations go to BCI automatically.

Questions

- Should we add a Race table and point all the values to it using a foreign key or is that too much trouble?
- Does the automated printing REQUIRE special or specific printers or printers with certain capability?
- Can we get the DECLINATIONS to work automatically as they should? Check with BCI.

MERGE ANALYSIS Document:



PIMS Code
Base Merg...

NEW OFFENSE Table

Everything approved as shown on sample screens. The requirements document is pending. Sample screens are not exact, but the concept should remain the same for the finished screens.

See sample screens here: [Picture on page "New Offense Table Sample Screens"](#)

On the Charge Modification Screen, the Use Base button will be the default button (It will be 'clicked' if the user presses the ENTER key on the keyboard).

Document Screen Samples

Tuesday, February 16, 2010
9:51 AM

Sample Screen #1

The screenshot shows the 'Case Screening - Case Documents' interface. At the top is a navigation bar with tabs: General Information, Defendant, Charges, Victim/Witness, Probable Cause, Notes, Documents, Events, and Search. Below this is a header for the current case: Office Case No.: 21 | Court No.: 10-20100 | Case Type: SEX RELATED CASE | Case Status: PENDING - NOTES. Defendant Name: George O Jungle 1 | Case Judge: Maria Rodriguez. The main area contains two buttons: 'View Case Documents' and 'Open A Document'. Below these are two dropdown menus: 'Select Template' and 'Select Document Type'. To the right is an 'Upload' section with a text input field and a 'Browse...' button. At the bottom of the main area are several buttons: 'Generate document', 'Upload document', 'Back', 'Forward', 'Print', 'Filed with Court', 'Clear', and 'Cancel'. The footer includes the system name 'PROSECUTION INFORMATION MANAGEMENT SYSTEM', the text 'Powered by DTS', and the copyright notice '© Copyright 2006 State of Utah'.

Sample Screen #2 (selected by users)

This screenshot shows the same interface as Sample Screen #1, but with the 'Current Document Listing' section expanded. The listing table has four columns: Date, User, Document, and Action. It contains two entries: one from 01/14/2010 by Ronald Weight for document DInformation_21_01142010074829.rtf, and another from 01/12/2010 by Ronald Weight for DCoverSheet_21_01122010062833.rtf. Each entry has a red 'Open Doc' button next to it. The rest of the interface, including the navigation bar, case header, and footer, remains the same as in Sample Screen #1.

Date	User	Document	Action
01/14/2010	Ronald Weight	DInformation_21_01142010074829.rtf	Open Doc
01/12/2010	Ronald Weight	DCoverSheet_21_01122010062833.rtf	Open Doc

New Offense Table Sample Screens

Tuesday, February 16, 2010
11:50 AM

There are no changes to the charge Search screen

PROSECUTION INFORMATION MANAGEMENT SYSTEM

Search for a Charge

Statute Code:

Offense Level:

Short Desc.:

Chapter Desc.:

Chapter Number:

Long Desc.:

Active:

PROSECUTION INFORMATION MANAGEMENT SYSTEM Powered by **DTS**

© Copyright 2005, State of Utah

There are no changes to the Search Results screen, but when the user selects the charge they want from the list, a new screen will be shown (see below).

PROSECUTION INFORMATION MANAGEMENT SYSTEM

Offense Search Results

Statute	Short Description	Offense Type	Offense Level	Chapter	Long Description
76-6-301	Robbery-2	ROB	2F	06	ROBBERY

Rows 1 to 1 of 1. <<First <Prev | Next> Last>> 10 20 30 40 All per page

PROSECUTION INFORMATION MANAGEMENT SYSTEM

Select the charge you want. After selection, you will be brought to a final screen that will let you stay with the base charge; add DV, inchoate and/or enhancement modifiers to the charge.

Charge Modification - sample page. This is only a sample, but the users liked it.

- When and of the modifiers is selected, NOTHING happens to the charge UNTIL the APPLY or the APPLY & CLOSE button is clicked on.
- The Use Base button will be the default if a user presses the ENTER button on the keyboard
- The APPLY button will apply the changes based on user's selections
- The APPLY & CLOSE button will apply the changes and close this screen to open on the main Charge screen in PIMS (see below)

PROSECUTION INFORMATION MANAGEMENT SYSTEM

Charge Modification Screen

Statute: 76-6-301 Defaults if ENTER key is pressed.

Description: ROBBERY

Offense Level: second degree felony

Charging Phrase: did, (a) unlawfully and intentionally take or attempt to take personal property in the possession of another from his person, or immediate presence, against his will, by means of force or fear, and with a purpose or intent to deprive the person permanently or temporarily of the personal property, or (b) intentionally or knowingly use force or fear of immediate force against another in the course of committing a theft or wrongful appropriation.

Charge Modifiers / Enhancements

DV Related (check if Yes): ☒

Inchoate: Select Offense Level:

Enhancements:

<input type="checkbox"/> DFZ	<input type="checkbox"/> Subsequent DV	<input type="checkbox"/> Hate Crime	<input type="checkbox"/> Presence of Child
<input type="checkbox"/> Gang	<input type="checkbox"/> Weapon-School Prem.	<input type="checkbox"/> Animal Cruelty	<input type="checkbox"/> Habitual Offender
<input type="checkbox"/> Prisoner	<input type="checkbox"/> Dangerous Weapon	<input type="checkbox"/> HIV + Offender	<input type="checkbox"/> Body Armor
<input type="checkbox"/> Animal Enterprise	<input type="checkbox"/> Agro Industry	<input type="checkbox"/> Presence of Minor	

The Enhancement values are drawn from the database (enhancements table), together with the values to add to the charging phrase when selected.

This shows the same charge modification screen with the selected changes applied (and highlighted).
Apply and close would close this screen with the changes applied (but not yet saved - see below).

Charge Modifier Screen

Statute: 76-6-301 [Use Base](#)

Description: **ATTEMPTED ROBBERY**

Offense Level: **Third Degree Felony**

Charging Phrase: attempted to, (a) unlawfully and intentionally take or attempt to take personal property in the possession of another from his person, or immediate presence, against his will, by means of force or fear, and with a purpose or intent to deprive the person permanently or temporarily of the personal property, or (b) intentionally or knowingly use force or fear of immediate force against another in the course of committing a theft or wrongful appropriation.
 Furthermore, the defendant was a cohabitant of the victim.
 and furthermore the act(s) were committed in a drug free zone as defined in Utah Code 58-37-8(4)

Charge Modifiers / Enhancements

DV Related (check if Yes) ☒

Inchoate: **Attempted** Select Offense Level: **Third Degree Felony**

Enhancements:

<input checked="" type="checkbox"/> DFZ	<input type="checkbox"/> Subsequent DV	<input type="checkbox"/> Hate Crime	<input type="checkbox"/> Presence of Child
<input type="checkbox"/> Gang	<input type="checkbox"/> Weapon-School Prem.	<input type="checkbox"/> Animal Cruelty	<input type="checkbox"/> Habitual Offender
<input type="checkbox"/> Prisoner	<input type="checkbox"/> Dangerous Weapon	<input type="checkbox"/> HIV + Offender	<input type="checkbox"/> Body Armor
<input type="checkbox"/> Animal Enterprise	<input type="checkbox"/> Agro Industry	<input type="checkbox"/> Presence of Minor	

[Clear](#) [Apply & Close](#) [Apply](#)

This is (approximately) what the Charges screen will look like. The only real difference is that a new button will be placed that will allow the user to modify existing charges. The user must first click on the E button to edit the charge, then they can click on the Add modifiers button which will show the previous screen (see above) to allow them to make changes to the selected charge.

Case Screening - Charges

General Information | Defendant | **Charges** | Victim/Witness | Probable Cause | Notes | Documents | Events | Search

Case Screening - Charges

Office Case No.: 21 | Court: SE | Case Status: OPEN

Defendant Name: George O

[Search for New Filed Charges](#) [Add Modifiers-Selected Charge](#)

File Requested Charges

Chng	Cnt	#	Req. Date	Req. Statute	Req. Short Desc	Filed Statute	Filed Short Desc	Disposition
1	1	1	12/31/2009	41-6a-502	DUI-A	41-6a-502	DUI-A	

Row 1 of 1. <<First <Prev | Next> Last>> 10 20 30 40 All per page

Disposition: **NONE** Note:

Statute: 76-6-301 Offense Level: Third Degree Felony Short Desc: Robbery-3

Description: **ATTEMPTED ROBBERY**

Phrase: attempted to, (a) unlawfully and intentionally take or attempt to take personal property in the possession of another from his person, or immediate presence, against his will, by means of force or fear, and with a purpose or intent to deprive the person permanently or temporarily of the personal property, or (b) intentionally or knowingly use force or fear of immediate force against another in the course of

Offense Date (from/to): 02 / 05 / 2010 02 / 07 / 2010

Offense Location: Copies: City/District: Incident #:

[Save](#) [Back](#) [Forward](#) [Print](#) [Filed with Court](#) [Clear](#)

PROSECUTION INFORMATION MANAGEMENT SYSTEM **Powered by DTS**

© Copyright 2006 State of Utah

PIMS and EDMS Integration Requirements Specifications

ORIGINAL: 10/16/2009

REVISION 1.2: 12/15/2009

REVISION 1.3: 1/13/2010

1. Introduction	2
2. PIMS Versions Included.....	2
3. Configuration File	2
4. Documentation	2
5. Architecture	2
6. Switch to Turn on EDMS integration	3
7. Saving Documents to the EDMS	3
8. Document Templates.....	4
9. Retrieving Documents (previously generated)	5
10. Show All Documents.....	6
11. E-File A Document.....	7
12. Uploading Documents in PIMS.....	7
13. Converting/Moving Existing PIMS documents to EDMS.....	7
14. Single Code Base for EDMS integration and other projects.....	8
15. Security.....	8
16. EDMS Specific issues	8
17. Signatures	9
APPENDIX A – Integration Notes	10
APPENDIX B – Integration Flowchart	12
APPENDIX C - Messages	13
APPENDIX D – Sample Screen Shot.....	14
APPENDIX E – Overview PIMS-EDMS-E-File	15

1. Introduction

- a. *Integration between PIMS and any EDMS system needs to be as generic as possible to enable any EDMS to work with PIMS if the vendor wants to provide that functionality. The system must maintain compatibility with electronic filing which requires some custom programming for each EDMS interface. To the extent possible we will make this integration generic. We will work with the SIRE vendor for the initial integration and will work with others as possible given budgetary constraints. This requires a minimal interface in which there are five main functions of PIMS that need some modification for integration to be possible.*
 - i. **First:** Saving a document created in PIMS to the EDMS
 - ii. **Second:** Retrieving documents related to a case from the EDMS while a case is open in PIMS.
 - iii. **Third:** Showing all documents related to a case. This will open the EDMS to a view that shows all documents related to a case
 - iv. **Fourth:** Retrieving documents from the EDMS to send to the courts when E-Filing is activated
 - v. **Fifth:** When a user uploads a document or other file using the PIMS upload interface, PIMS sends it to the EDMS via the same interface used to save a document created in PIMS to the EDMS.

2. PIMS Versions Included

- a. *This integration project must be done for all PIMS users (Standard and SL County versions).*

3. Configuration File

- a. *A configuration file must be included that encapsulates as much Meta data as possible to keep the EDMS integration as generic as we can.*
 - i. *Among other things, it should include a switch to turn EDMS integration on or off.*
 - ii. *A property file is the preferred method, but any method is acceptable as long as the configuration file can be edited by UPC staff when changes are needed.*

4. Documentation

- a. *The integration work needs to be documented so we know what parts can be handled by simply changing the configuration file and what parts must be coded new for different EDMS software.*
- b. *Code must be properly documented such that it can be understood and modified as necessary by other analysts/programmers in the future.*

5. Architecture

- a. *The architecture must be designed to make the integration of additional EDMS software packages possible at a reduced cost in time and effort. A modular design or some similar concept is necessary to make it possible to plug in other systems that will have different APIs or interfaces without incurring the same cost each time.*

6. Switch to Turn on EDMS integration

- a. *This integration must be done in a way that PIMS can be configured to work with an EDMS or to remain a standalone system. If the configuration for EDMS integration is turned off, then PIMS must function in the same way as it does now.*
 - i. *All of the EDMS specific buttons such as the Get Docs button would be hidden from the user.*
 - ii. *The autoFile function would work just as it does now.*
 - iii. *Documents are saved, uploaded and retrieved as they are now.*
- b. *The switch to turn EDMS integration on or off should be in a properties file, or in the database. If it's in the database, an Admin user should be able to change it.*
 - i. *We will probably need to have a way to indicate which EDMS is being used (such as SIRE) so the configuration file can reflect the correct values or so the correct values can be accessed from the configuration file based on the EDMS being used.*
- c. *This switch to turn on EDMS integration must be GLOBAL.*

7. Saving Documents to the EDMS

- a. *Documents and templates will continue to be in the RTF (rich text format) file structure to enable the user's choice of word processors (MS Word or WordPerfect or Open Office).*
- b. *A new documents table will need to be created to save document related data. This is necessary because the data we will save about documents will be different than it is now. We need to keep the old table for users who do not use a document management system.*
 - i. *Table name: EDMSDocs*
 - ii. *Data to be saved about documents*
 - 1. *Document ID – Primary key*
 - a. *Field name = DocumentID (int) – this should be auto generated (such as a sequence for Oracle or identity field for SQL).*
 - b. *Alternatively, if the FileID and/or the FolderID are guaranteed unique, we could use one or both of those as a primary key if necessary for performance or business reasons (check with EDMS vendor to confirm this if this is the desired method).*
 - 2. *User*
 - a. *Field name = UserID (varchar(50)) – this is the user ID from PIMS that created the document.*
 - 3. *Document name*
 - a. *Field name = DocName (varchar(250))*
 - 4. *File ID (from EDMS)*

- a. Field name = *FileID* (varchar(50)) – this is the value that the EDMS system returns when saving/sending a document from PIMS to the EDMS
 - b. Various EDMS systems may or may not send this, but this field can be used to store the data needed to retrieve a specific document from the EDMS, whatever it may be
5. Case Number
 - a. Field name = *CaseNum* (varchar (35)) - This is the office case number from PIMS.
6. Case ID
 - a. Field name = *CaseID* (int)
7. Folder ID (from EDMS)
 - a. Field name = *FolderID* (varchar(50)) - This is a value returned from the EDMS when saving/uploading a document. It represents the cabinet or folder that the document was saved in.
8. Document Type
 - a. This is the value associated with the document that determines how it is stored under the case #. It may be the same thing as the Folder ID.

8. Document Templates

- a. Templates will be stored in the EDMS.
 - i. When PIMS starts up, it should do the following:
 1. Retrieve a list of the templates from the EDMS and cache them so they can be shown on the documents page and allow the user to select the template they want to use.
 2. Retrieve a list of document types (folders) configured in the EDMS and show them as a selectable list at the side of the template list.
 - a. These could be hard coded in the configuration file, but if done that way, we would need to edit the configuration file if anyone made changes in the EDMS settings. We recommend obtaining these programmatically.
 - b. These document types are Meta data that allow the EDMS to store documents in sub-folders under the case #.
 - c. Example: A document is created from an Information template in a case with case # = 1234. The user also selects the 'Discovery' document type (folder). PIMS then knows to send this document to the EDMS with the case # 1234 and the document type of Discovery.
 - d. There may be one or many document types.
 - ii. Template lists should be organized in a way similar to how they are currently managed by allowing the user to select a category (folder) under which a filtered list of templates appears.
 1. If this cannot be done using the EDMS functions, we need to determine a naming policy or some other method that will allow the templates to be sorted in a way that makes it easy for a user to find the one they want.

2. It must be easy to find a particular template – some offices have more than 100 templates to choose from. A simple list of all of them is not sufficient.
- b. Templates and document types will be managed from the EDMS
 - i. When an Admin user wants to manage templates they will need to go to the administration page in PIMS and click on the Template Administration button. This will take them to the appropriate screen in the EDMS to edit/add/delete templates and document types using the EDMS functions.
 - ii. This requires a change in the administration page to the template administration section.
- c. When a user selects a template to generate (from the documents screen), they will also need to select a document type (such as Discovery). PIMS will retrieve the template from the EDMS and create the document as it currently does. When saving the generated document, PIMS will do the following:
 - i. Send the document through the send/publish document API to the EDMS which will store it
 - ii. Save the return value (such as FileID and FolderID) from the API and other associated data to the database using the new documents table (EDMSDocs) as described above.
 - iii. The download button can remain the same (blue arrow), but it should be labeled as Open Doc.
 - iv. Once saved in the EDMS, PIMS will get the document back from the EDMS and open it in the associated word processor. If the user makes changes, it will be their responsibility to save the document back to the EDMS.
 1. PIMS will display generated documents on the screen as it does now, but when the Open Doc button is clicked, PIMS will retrieve the document from the EDMS and open it in the associated Word Processor.
 - a. The document name should also be displayed as a clickable link that functions the same as the open doc button does.
 2. After it is open in the Word Processor, any changes must be saved by the user to the EDMS.
 - v. **NOTE:** The save process may differ between word processors. The EDMS may have an interface for Microsoft Word that will save a document back to the EDMS, and may or may not have it for WordPerfect. Users would need to learn a new way to save their documents back to the EDMS. This is out of the scope of this project, but is mentioned for clarity. **This is a training issue only!**

9. Retrieving Documents (previously generated)

- a. PIMS will provide an Open Doc button. This button will retrieve a single document from the EDMS and open it in the default word processor (in the same way as described above for a generated document).
 - i. Use the Get Document API to retrieve the document
 - ii. The values needed to retrieve the document should be available in the database

1. *NOTE: If existing documents have NOT been migrated to the EDMS through a conversion project (out of scope for this project), then PIMS should open the document the normal way, if it is still available.*
2. *If this is not practical or possible, then we need to inform users that a conversion project will be necessary when we update their PIMS to the EDMS version. This will be done by UPC staff and not by DTS (the conversion) with the exception of Salt Lake County which is a separate project with DTS.*
3. *If this is possible and practical, then please bid this as a separate line item so we can determine if we should make a conversion a requirement to move to EDMS integration.*
- b. *This function is critical in order to do e-filing. If it can't be made to work as described, then we must require users to do a conversion before moving to the EDMS version of PIMS so all documents are available.*
- c. ** **NOTE:** If a particular EDMS does not provide a way to retrieve a single document we will not be able to fully integrate and do e-filing because we cannot retrieve it to send it to the courts. In this case, either the e-file functions should be disabled (not recommended), or the EDMS integration should be disabled (recommended).*
- d. ***NOTE:** It's possible for a user to be in the EDMS system and copy or move a document to another location (i.e. move a document into a public folder). If the document is moved, PIMS will no longer know how to retrieve it. In this case, an error message should be displayed letting the user know that the document is unavailable / moved. If the document is simply COPIED, then PIMS will still be able to retrieve the original, but not the copied version. This is a TRAINING issue and needs to be a part of training on the integration when installed.*

10. Show All Documents

- a. *PIMS will provide a Get Case Documents button on each of the following screen of PIMS. It will be available in all phases.*
 - i. *General Information*
 - ii. *Defendant*
 - iii. *Charges*
 - iv. *Victim/Witness*
 - v. *Probable Cause*
 - vi. *Notes*
 - vii. *Documents*
 - viii. *Events*
- b. *When clicked, this button will use the API to open the EDMS to the page that shows all the documents associated with a case.*
- c. *This button will be located along the bottom row with the other buttons. It can be either just before or just after the Print button.*

11. E-File A Document

- a. *This function will need to be done as part of the PIMS Phase II (integration with courts) project, but is noted here for clarity and to make sure we can do this when this EDMS project and PIMS Phase II is done.*
- b. *If the EDMS switch is on (integrated), then when a user clicks on the E-File button, PIMS will retrieve the document from the EDMS in either of the following ways:*
 - i. *Retrieve it using the Get Document as PDF API and then encode the PDF file and send as currently configured in the e-file project*
 - ii. *Retrieve it using the Get Document as Native API and then convert it to PDF, then encode the PDF file and send as currently configured in the e-file project*
- c. *If the EDMS switch is off, then PIMS would work as it does now and retrieve the document to be sent from the location specified in the database, convert it to PDF and encode it to send to the courts.*
- d. *No other functionality is needed for this project related to e-filing / integration with courts.*

12. Uploading Documents in PIMS

- a. *This function needs to be changed to allow users with Law Enforcement, Victim Advocate, Office User and Admin security to upload documents. Currently, only Admin users can upload documents to PIMS. This change should apply whether EDMS integration is enabled or not.*
- b. *If EDMS integration is enabled:*
 - i. *When a user clicks on the Upload button, they can browse to the file to be uploaded. Once the file is selected, PIMS will send the selected file to the EDMS using the save / publish API for the EDMS*
 - ii. *PIMS will display the uploaded document the same as a generated document.*
 - 1. *When a user clicks on the Open Doc button next to an uploaded document, PIMS will retrieve that document from the EDMS and open it in the associated program.*
 - 2. *Error messages, if any, will be shown on the screen in red type in the same manner as messages are currently shown.*
 - iii. *Under the Description heading, the label should read "Uploaded" rather than "Attached." This will clearly indicate those documents which have been uploaded as opposed to generated.*
- c. *If EDMS integration is disabled:*
 - i. *PIMS will work as it currently does for uploaded documents with the exception of changing the description heading to read "Uploaded" instead of "Attached."*

13. Converting/Moving Existing PIMS documents to EDMS

- a. *This is out of scope of this project. If each site needs or wants to have all their existing documents created by PIMS moved to the EDMS, they will need to work out a way to do it internally or contract with DTS or UPC to do it for them.*
- b. *It is possible that this MUST be done in order for a site to do e-filing. If this is true, then they will be informed that they can't upgrade to the Phase II (e-filing/court integration) version of PIMS*

unless this is completed first. It's still out of scope for this project, but is mentioned here for clarification.

14. Single Code Base for EDMS integration and other projects

- a. *PIMS must continue to function from a single code base for all projects currently being considered. We can't have separate code for PIMS with EDMS and PIMS without EDMS and PIMS with EDMS and E-filing (courts integration), etc. It must all be one code base and function properly even if the EDMS part is not enabled. A site that does not want to use and EDMS must still be able to use PIMS for e-filing and for other projects now planned (offense table changes, bug fixes, approved changes and integration with law enforcement).*
- b. *An office must be able to use PIMS without or with the EDMS enabled and still be able to use the same code to run PIMS when the court integration project is completed, as well as all the other projects.*
- c. ***The exception is that we will still have standard PIMS and SL County PIMS as separate code bases until such time as the project to merge them is completed.***

15. Security

- a. *Security will be enabled by matching EDMS users to PIMS users. This will be done through an interface in the Admin screen to link the EDMS users with PIMS users.*
 - i. *EDMS users are created first (before linking)*
 - ii. *PIMS administrator opens the user admin screen and links the EDMS user to the PIMS users*
 - iii. *A default (generic) user can be created in the EDMS that can match up with multiple users in PIMS in order to give permissions as appropriate to the PIMS users.*
 - iv. *The linking will be 1 to many so that one EDMS user can be matched up with one or many PIMS users.*
- b. *PIMS will use the matched user credentials for interaction with the EDMS.*
 - i. *If the matched credentials do not give sufficient permission for the user to retrieve and/or open documents, then certain functions as noted above will not be possible, including e-filing of documents with the courts when that project is completed*
- c. *If changes are made to the security credentials of a user (or users) in the EDMS, then the mapping will need to be done again to be sure of propagating the security credentials that were changed. **This is a training issue and is not a requirement that PIMS keep track of changes in SIRE.***

16. EDMS Specific issues

- a. *SIRE*
 - i. *Integration notes: See Appendix A*

17. Signatures

By signing this document you agree that all of the necessary requirements, functions and features of the PIMS to EDMS integration are contained herein and anything not contained herein is out of scope and will not be done. If, during the course of the project, additional requirements, functions or features are identified (outside of the scope of this document) that must be included, additional costs will be incurred.

Salt Lake County District Attorney's Office

Name: _____

Signature: _____

Date: _____

State of Utah

Utah Prosecution Council

Name: _____

Signature: _____

Date: _____

APPENDIX A – Integration Notes

PIMS to SIRE Integration Notes

1. Login to the web service and create a session – What we need to login:

- a. License Key - ##W3b5vc|<3y##
- b. Username (supplied by site)
- c. Password (supplied by site)
- d. License Type (default to 2)
- e. API Key (this is created by site)

The screenshot shows a web browser window titled "Service Web Service". The address bar shows "Find: login". The main content area has a blue header with the word "Service". Below it, there is a link "Click [here](#) for a complete list of operations." The "Login" section is highlighted. Under "Test", it says "To test the operation using the HTTP POST protocol, click the 'Invoke' button." Below this is a form with the following parameters and values:

Parameter	Value
LicenseKey:	##W3b5vc <3y##
Username:	admin
Password:	admin
LicenseType:	2
APIKey:	PIMS
SiteKey:	
CryptKey:	
WebOnly:	false

An "Invoke" button is located at the bottom right of the form. Below the form, the "SOAP 1.1" section shows a sample request and response. The request is a POST to "/sirewebsvc/sire.asmx" with the following headers: "Host: localhost", "Content-Type: text/xml; charset=utf-8", "Content-Length: length", and "SOAPAction: 'http://www.siretechnologies.com/Login'".

2. Store the session key in a variable or a session variable

- a. Example Session key: 23C1C2C50309D3C337373755454457

3. Call the GetUserId method if necessary to get the UserID

4. Call the Add Folder Method to create the document in SIRE. We will need to send an XML file similar to the following:

- a. `<folder cabinet="Case_Files"><fields><field name="Case_Number">88888</field><field name="CaseID">10</field></fields></folder>`

5. If the folder adds successfully an integer is returned that contains the FolderID (documentid)

6. Call the AddFileToFolder method to attach the actual file. The RTF or PDF document sent must be base 64

encoded when sent via this call.

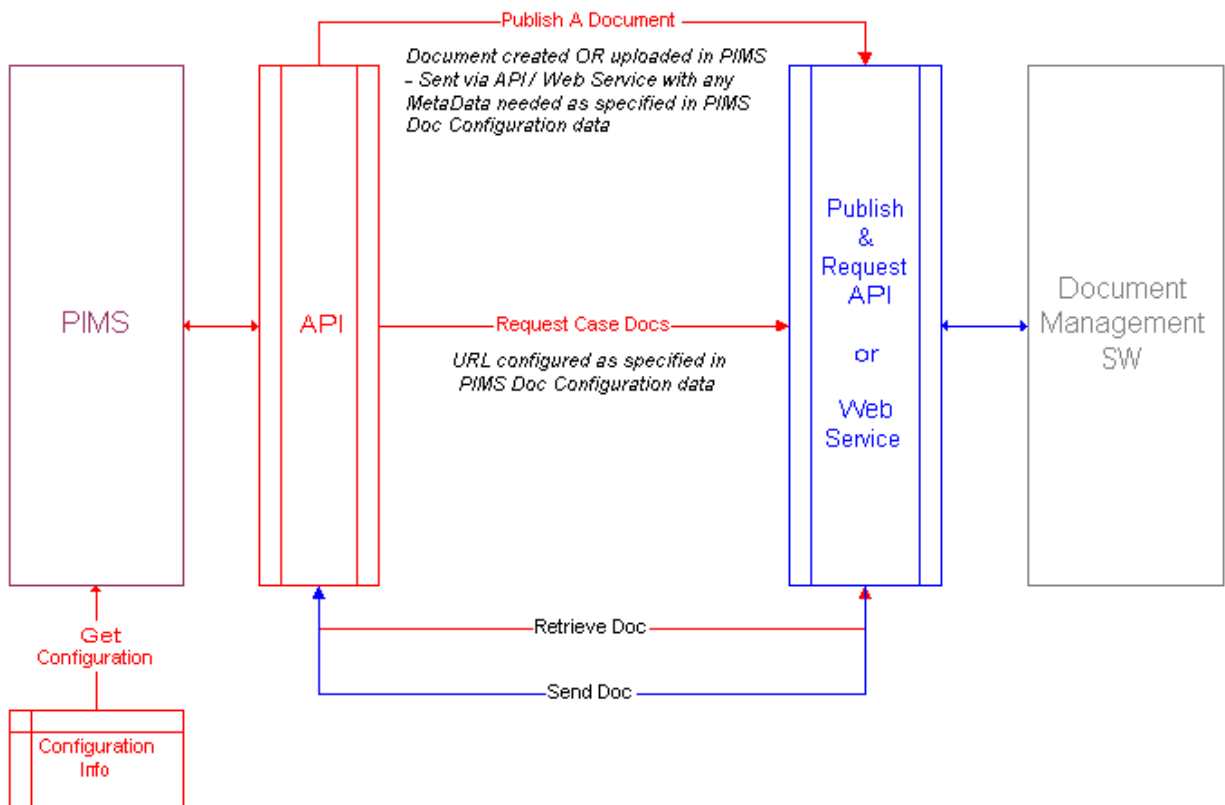
- 7. If the file is added successfully the return value is an integer containing the fileID*
- 8. Two possible methods to get the file (getFileNative, getFilePDF). We need the fileID to get a particular file, so we need to save that fileID when sending it to SIRE in case we ever need to get it back, such as when we need it for e-filing with the courts.*
- 9. We need to save the SIRE file and folder id in the PIMS database so we can use them to retrieve the file later (for e-filing).*

Configuration file should include

- 1. Cabinet Name*
- 2. Cabinet Field Names (such as Case_Number or Case_ID)*
- 3. API Key (create in SIRE ADMIN)*
- 4. URL string to SIRE*
- 5. User name or User Id (created just for PIMS to login to SIRE).*

APPENDIX B – Integration Flowchart

PIMS TO DOCUMENT MANAGEMENT SW COMMUNICATION



APPENDIX C - Messages

PIMS to EDMS Communication Messages


This document lists the various communication issues between PIMS and an EDMS (Electronic Document Management System). The error or condition is stated first and then the message that the user should see that is related to that error or condition is shown in this format: "Message".

In the messages below, replace 'the EDMS' with the actual software name (i.e. SIRE).


Errors:

- *Connection down or unavailable*
 - *"The connection with the EDMS is unavailable. It's possible this is a temporary situation. Please try again. If this error continues to occur, please contact your IT personnel or the EDMS vendor to resolve the issue."*
- *Connection error (bad connection string or parameters)*
 - *"PIMS was unable to communicate with the EDMS. This may be a problem with the configuration settings. Please check with your IT personnel and/or the EDMS vendor to be sure that PIMS and the EDMS are functioning normally. If this error continues to occur, please contact UPC."*
- *Invalid or no acknowledgement*
 - *"The document was sent to the EDMS, but the acknowledgement was invalid or not received at all. This may indicate that there was a problem with saving or retrieving the document. Please check the EDMS to make sure it was received. If not, please try again. If this continues, please check with your IT personnel."*
- *No configuration file or error reading the file*
 - *"There was a problem reading the PIMS to EDMS configuration file. It is either missing, corrupted or contains invalid data. Please check with your IT personnel and/or UPC for help."*

APPENDIX D – Sample Screen Shot



PROSECUTION INFORMATION MANAGEMENT SYSTEM




[General Information](#) |
 [Defendant](#) |
 [Charges](#) |
 [Victim/Witness](#) |
 [Probable Cause](#) |
 [Notes](#) |
 [Documents](#) |
 [Events](#) |
 [Search](#)




Case Screening - Case Documents

Office Case No.: **UPC-101** | Court No.: **0912345** | Case Type: **FELONY** | Case Status: **OPEN**
 Defendant Name: **Fred Flintstone 1** | Case Judge: **George Jones**

Current Document Listing

Date	User	Description	Title	Option
10/09/2009	Ronald Weight	Information	Information UPC-101 10092009084720.rtf	Open 

Row 1 of 1. <<First <Prev | Next> Last>> [10](#) [20](#) [30](#) [40](#) [All](#) per page

Select Category  ^A
 Select Template  ^A
 Select Document Type 

[Generate document](#)
[Back](#) | [Forward](#) | [Print](#) | [Filed with Court](#)

[Get Case Docs](#)
 Upload: [Browse...](#)
[Upload document](#)
[Clear](#) | [Cancel](#)

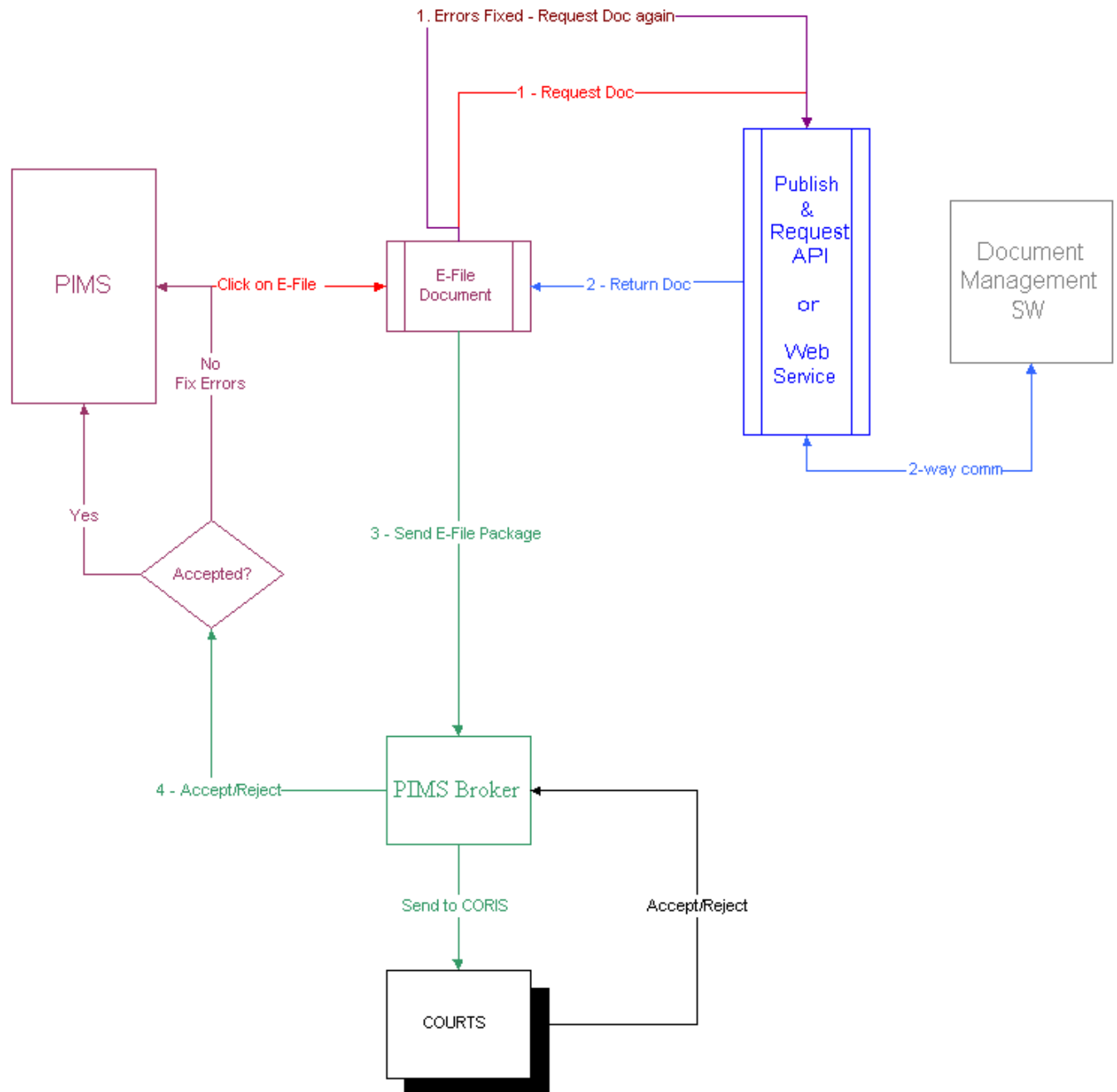
PROSECUTION INFORMATION MANAGEMENT SYSTEM

© Copyright 2006 State of Utah

Powered by **DTS**

APPENDIX E – Overview PIMS-EDMS-E-File

PIMS - EDMS - E-FILE COMMUNICATION



PIMS Enhanced Version

Document Automation Notes

As per a discussion with Pam Stam at SL County

Automated documents:

- Initial (impact) Victim notification letters are automated in a nightly batch.
 - Created automatically on the server and sent to a printer
 - A user gathers them from the printer and manually mails them out
 - Nobody manually creates a notice from PIMS
 - The document shows up in the case as a created / saved document that users see when on the document page of a case
 - After being created and printed in the batch, the module saves the document to PIMS (just as if it were created by a user from a template)
 - It saves it PIMS, and also enters in the date in the Impact Sent field
 - The Impact Returned field is filled in manually by a user when the letter is returned
 - If the letter is returned because of a bad address, a user can reprint them and send them again
 - It isn't clear what the rules are to drive the creation of the letters and thus the printing
 - **Talk to DTS and see what the code is and the rules behind that drive this process**
- Event Notification letters (to victims) are automated under the following conditions
 - A user goes into a case when an impact letter has been received back
 - They enter in the date in the Impact Returned field
 - They check the Notify box and enter in the current date or the date it was received
 - Cases that have the Notify box checked will be included in notices
 - A user enters in a COURT EVENT (every court event generates a letter)
 - A notification letter is created and printed for each VICTIM
 - Must have one of the Victim Types selected
 - Must have the Notify check box checked
 - Other rules? Possibly date driven?
 - A user picks up the letter at the printer and manually mails it to the victim
- Subpoena Documents
 - A subpoena is created like any other document in PIMS
 - A separate document is created for EACH participant that is selected from the list by the user
 - The participant's name is included in the list
 - Each subpoena is printed automatically without user intervention
 - A user can open the subpoena and reprint it if necessary (after making changes as necessary)
- All Other Documents
 - Created and printed manually
- Display of Documents
 - Does not need to be displayed in PIMS if it can be displayed in the EDMS
 - Needs to have the document name and print date displayed



PIMS Version Divergence

Project Name: Enhanced PIMS and Standard PIMS Version Divergence and Recommendation for Convergence/Merge

Revision: 31.3

Last Revised Date: Feb 9, 2010 7:33 AM

DOCUMENT DESCRIPTION: This document describes the differences (divergence) of the SL County version of PIMS and the standard version of PIMS. A recommendation on convergence or merging of the two systems is included at the end of this document.

TABLE OF CONTENTS

Database Differences.....	3
Tables.....	3
1. Agency.....	3
2. AuditTable.....	3
3. CaseAgency.....	3
4. Cases.....	3
5. CaseUser.....	5
6. Charge.....	5
7. Court.....	6
8. Datagrid_Pref.....	6
9. DispositionReason.....	6
10. Document.....	6
11. Event.....	7
12. EventParticipant.....	7
13. EventType.....	8
14. FeedErrors.....	8
15. JusticeParticipant.....	8
16. Offense.....	8
17. Participant.....	9
18. Picklist.....	9
19. PrinterJurisdiction.....	10
20. Role.....	10
21. UserRoles.....	10
22. UserTable.....	10
UI (user interface) Differences.....	11

General Information Page.....	11
Defendant Page.....	13
Charges Page.....	14
Victim/Witness Page.....	16
Probable Cause Page.....	17
Notes Page	17
Documents Page	18
Events Page	20
Search Page.....	22
Search Results Screen	23
Reports.....	25
Calendar	25
Processing Differences.....	26
Recommendations for Code Base Merger.....	26

DATABASE DIFFERENCES

TABLES

1. Agency

- a. 1 Additional field called AgencyCode
 - i. Varchar(9) NULL
 - ii. Contains data like: DA; WBPB; ABCD; ACEC; ADUW
 - iii. NOTE: Determine how this code is used and if any processing / reports are based on this code

2. AuditTable

- b. No differences

3. CaseAgency

- c. New table – doesn't exist in standard PIMS
- d. Fields
 - i. CaseID Number
 - ii. AgencyID Number
 - iii. Incdntnum Varchar(25) null
- e. This table allows the addition of multiple associated agencies to a case. It is the linking table between Cases and Agency. The INCDNTNUM field allows adding a police case# for each agency linked or associated with a case

4. Cases

- f. Additional fields
 - i. Initials - Varchar(4)
 - 1. This field doesn't appear to be used. I don't see any visual interface for it and all entries in the database are NULL
 - ii. CaseAgencyID – Number
 - 1. This appears to be related to the CaseAgency and Agency tables, but I can't see how it's used.
 - 2. It has values in it even when there is no case agency assigned
 - 3. It is NULL when a case agency is assigned.
 - 4. WHAT is this field for? It appears to be useless and misleading
 - iii. Team – Varchar(155) Null
 - 1. This field holds the string value of the assigned team, if any. The values are contained in the PickList table with a type = TEAM
 - 2. This is provided in the user interface as a drop down box in the same way as screening attorney, staff, etc.

iv. CaseCategory – Varchar(155) Null

1. This field holds the string value of the assigned case category, if any.
2. Values are contained in the PickList table with a type = CASECATEGORY
3. This is provided in the user interface as a drop down box in the same way as screening attorney, staff, etc.
4. WHAT is this used for? It appears that it could be used to further define the type of case – a little like a more refined case type.

v. CrimeType – Varchar (155) Null

1. This field holds the string value of the assigned crime type, if any.
2. Values are contained in the PickList table with a type = CRIMETYPE
3. This is provided in the user interface as a drop down box in the same way as screening attorney, staff, etc.
4. It appears that this is being used like the case type in standard PIMS.
5. WHAT / HOW is this used in SL County?

vi. CourtID – Number Null

1. This is a foreign key referencing the Court table.
2. Allows a Court to be added on the general information page as a Case Court instead of needing to add an event to reference a court.

vii. ParalegalID – Number Null

1. This is a foreign key referencing the JusticeParticipant table with a JusticeType = PARALEGAL
2. This works the same way as the staff drop down.

viii. AssignATTTeam – Varchar(40) Null

1. This does not appear to be used. All values in the test database are NULL
2. There does not appear to be any user interface element that allows data to be entered here.
3. WHAT is this for?

ix. SupParaLegalID – Number Null

1. This is a foreign key referencing the JusticeParticipant table with a JusticeType = PARALEGAL
2. It uses the same list as the paralegal field, but is shown in the user interface as Screening Paralegal.
3. There is no separate administration page as anyone who is a paralegal shows up in the Paralegal and the Screen Paralegal lists

x. SupStaffID – Number Null

1. This is a foreign key referencing the JusticeParticipant table with a JusticeType = SUPPORTSTAFF

2. It uses the same list as the support staff field, but is shown in the user interface as Screening Staff
 3. There is no separate administration page as anyone who is a support staff member shows up in the Support Staff and the Screening Staff lists.
- xi. DeclineWarnSentDate – Date (Null)
1. This field contains a date. ALL of the records are NULL in the test database.
 2. There does NOT appear to be any place in the user interface to enter data for this field
 3. WHAT is this used for, if anything? If not used, can we get rid of it?

5. CaseUser

- g. No difference

6. Charge

h. Additional Fields

- i. There is a FiledPhrase (Varchar (4000)) and a FiledPhrase2 (Varchar(4000))field.
 1. This was the case with standard PIMS when using an Oracle database, but we changed this to a single field of PhraseClob (Clob) for Oracle databases in standard PIMS. We need to work this out when we merge the code bases so it works the same
 2. NOTE: There is also a PhraseClob Field. I can't tell how this is being used
 3. CHECK INTO THIS – make sure it's used the same or can be changed to do so.
- ii. DispositionReason – Varchar(40) allows NULL
 1. This is a string value that holds only the code for the disposition reason.
 2. Example: if a code that is '331 EVID PROBLEM' is selected as the reason, then '331' is stored in this field.
 3. The list that is provided for this value appears to be supplied by values in a DispositionReason table (see below). There does not appear to be any visual interface to manage this table.
 4. We can input these values using a script, but when we merge the code bases, it would be helpful to include an Admin page for the DispositionReason table.
- iii. Reason_CD – Varchar(40) allows NULL
 1. This appears to be used exactly the same as DispositionReason. It is always a duplicate of DispositionReason.
 2. WHY is this there? Is it necessary?
- iv. ReasonCDBackup – Varchar(40) allows NULL

1. This appears to be used exactly the same as DispositionReason. It is always a duplicate of DispositionReason.
 2. WHY is this there? Is it necessary?
- i. Additional Fields in standard PIMS
 - i. IncidentNumber – Varchar(50) allows nulls
 1. This field is used in standard PIMS to allow users to enter in a Juvenile Incident number to better track juvenile cases.

7. Court

- j. Additional Fields
 - i. CorisCode – Varchar(6) – allows NULL
 1. This contains a code that makes a match with the CORIS courts database.
 2. This is NOT available currently in the Administration.
 3. This will be necessary to include when PHASE II (integration with CORIS) is implemented. For now, the value is entered manually.

8. Datagrid_Pref

- k. This is a table that is NOT in standard PIMS at all
 - i. It appears to be used to format a grid that is shown in the user interface.
 - ii. WHAT is this used for? How is it adjusted?

9. DispositionReason

- l. This is a table that is NOT in standard PIMS
 - i. Fields
 1. Reason_CD – Varchar(3) allows NULL
 2. Reason_Title – Varchar(60) allows NULL
 3. Reason_Short_T – Varchar(30) allows NULL
 - ii. This appears to be the input table for the drop down lists in the charge screen for Disposition Reason.
 - iii. There is no user interface to manage this table
 - iv. NOTE: It appears that the user interface shows the Reason_CD field and the Reason_Title field and uses those values to populate the DispositionReason and DispositionNotes fields (see above for description of those fields)
 - v. Interestingly, the Reason_Short_T field does NOT appear to be used in any way AND it is always LONGER than the Reason_Title field which is backwards from what the field names suggest.
 - vi. When we merge the code bases, we suggest that this be fixed.

10. Document

- m. Additional fields
 - i. Printer – Varchar(1000) – allows NULL

- 1. Contains the name of the printer that the document was printed on
- ii. PrintSchedule – Date – allows NULL
- iii. DatePrinted – Date – allows NULL
 - 1. PrintSchedule and DatePrinted appear to be the same as the data in these fields is duplicated for each record.
 - 2. What is the point of PrintSchedule since this table only shows documents which are already created?
- iv. EventID – Number – allows Null
 - 1. This field appears to be a foreign key referencing the Events table
 - a. WHY is this needed and HOW is it used?
- v. ParticipantID – Number – allows NULL
 - 1. This appears to be a foreign key referencing the Participants table
 - a. WHY is this needed and HOW is it used?
 - b. There may be many participants in a case, how does just one ID get picked to enter in the field?

11. Event

- n. Additional fields
 - i. ReasonCode – Varchar(155) – allows NULLS
 - 1. This is populated from the DispositionReason table but is used for Event Disposition Reason.
 - 2. HOW is this used and WHY?
 - ii. Reason_CD – Varchar(3) – allows NULLS
 - 1. This is mostly NULL – HOW is this used and WHY?
 - iii. AssignAttorneyID – Number – allows NULL
 - 1. This is a foreign key referencing the Assigned attorney as saved on the general information page.
 - 2. The user can select this, but it defaults to the one selected on the GI page
 - iv. Team – Varchar(155) – allows NULLS
 - 1. This field references the TEAM selected on the GI page, but can be overridden by the user for an event.
 - 2. It appears to default to Team selected on GI page.
 - v. Converted – Char(1) – allows NULL
 - 1. It's not clear what this is used for, but probably = T for records that were brought over in conversion and = F if not
 - 2. Standard PIMS would not need this, but it wouldn't hurt if it was there

12. EventParticipant

- o. Additional Fields

- i. Counter – Number – allows NULLS
 - 1. This field contains various numbers.
 - 2. WHAT does this do? WHY is it here?

13. EventType

- p. Additional Fields
 - i. Evnt_CD – Varchar(155) – allows NULLS
 - 1. This field contains data like: DA; DD; DG; EF; JT;, etc.
 - 2. WHAT is this for? WHY is it needed?
 - ii. TimeAdjust – Number – allows NULLS
 - 1. This field contains data like: 45; 60, etc.
 - 2. It appears to be minutes??
 - 3. WHAT is this for? WHY is it needed?

14. FeedErrors

- q. No changes – it is being used in SL County PIMS, but not in PIMS

15. JusticeParticipant

- r. Additional Fields
 - i. Team – Varchar(155) – allows NULL
 - 1. It holds the string value of the team that the Justice Participant is a member of. This is assigned in the Admin page for individual justice participants
 - 2. Only allows 1 team per participant, but is separately assigned for Screening attorney, assigned attorney, staff, etc., so the same person could be a member of different teams with different participant types
 - ii. Atty_Team – Varchar(15) – allows NULL
 - 1. This doesn't appear to have much to do with the team assigned. It doesn't change if the team is changed in the administration page.
 - 2. There is no user interface to change this value.
 - 3. WHAT is this for? WHY is it here? Do we need it?
 - iii. Atty_CD – Varchar(20) – allows NULL
 - 1. There is no user interface to change or add this value. It isn't clear what it's for.
 - 2. WHAT is this for? WHY is it here? Do we need it?
 - iv. OfficePhone – Varchar(15) – allows NULL
 - 1. Holds a phone number as straight characters (no formatting – i.e. 8013661234)

16. Offense

- s. Additional Fields

- i. NCIC – Number – allows NULL
 - 1. There are only a few records with data in this field and there is no user interface to add it
 - 2. Do we need this?
- ii. Chrg_CD – Varchar(15) – allows NULL
 - 1. A few records have a value in this field – they all say LOCAL.
 - 2. Where there is data in the CHRG_CD field, there appears to be an entry in the NCIC field as well.
 - 3. What is this for? Is it needed?

17. Participant

- t. Additional Fields
 - i. ImpactSentDate – Date – allows NULL
 - 1. Stores the date that an impact letter was sent to victim.
 - 2. NOTE: Is this automated off of a document being created or is it manual?
 - ii. ImpactReturnDate – Date – allows NULL
 - 1. Stores the date that an impact letter was returned from victim.
 - 2. NOTE: Is this automated off of a document being created or is it manual?
 - iii. OFFCR_BDGE – Varchar(10) – allows NULL
 - 1. Appears to be a duplicate of the OfficerID field.
 - 2. HOW is this used? Is it necessary?
 - iv. LinkedParticipantID – Number – allows NULL
 - 1. This appears to hold a value that points back to another participant in the participant table.
 - 2. There is no user interface to enter this.
 - 3. HOW is this used? WHY is it there? WHAT is it for? DO WE NEED IT?
 - v. NoticePrintDate – Date – allows NULL
 - 1. This stores a date. Based on the name, it appears to store the date that a notice was sent.
 - 2. There is no user interface to enter this.
 - 3. HOW does it get populated? WHAT is it used for?
 - 4. Is this automated off of an event / document?
- u. Additional field in standard PIMS, NOT in Enhanced PIMS
 - i. RestituitonAmt – Varchar(50) – allows NULL
 - 1. This is used to allow users to enter in a value for Restitution. There is no automation for this, it's a manual entry field in PIMS.

18. Picklist

- v. No changes

19. PrinterJurisdiction

- w. This table is NOT in standard PIMS at all
 - i. Fields
 - 1. Jurisdiction – Varchar(100)
 - 2. Printer – Varchar(1000)
 - ii. This appears to be used to store printer information and the jurisdiction that is associated with that printer.
 - iii. NOTE: Do we need this?

20. Role

- x. No changes.
 - i. This table does not appear to be used in either version of PIMS. CAN we get rid of it?

21. UserRoles

- y. Additional fields in standard PIMS
 - i. UserRoleID – Number
 - 1. This holds a unique value (automated by system) that uniquely identifies the record.
 - 2. This doesn't seem to be used by PIMS.
 - 3. DO we need this?
 - ii. Other than the UserRoleID, this table in both systems appears to be the same and used the same.

22. UserTable

- z. Additional Fields
 - i. UserName – Varchar(20) – allows NULL
 - 1. This appears to be used in addition to UserID and is sometimes the same and sometimes different from UserID.
 - 2. HOW is this used? DO we need it?
 - ii. Printer – varchar(1000) – allows NULL
 - 1. Appears to hold the value of the printer
 - 2. IS this the default printer for the user? HOW is this used? DO we need it?
- aa. Fields not being used in either system
 - i. SecurityQuestion
 - ii. SecurityAnswer
 - iii. AccountLocked
 - iv. ExpirationDate
- bb. NOTE: Should we remove fields not being used?

UI (USER INTERFACE) DIFFERENCES

GENERAL INFORMATION PAGE

Enhanced PIMS

The screenshot displays the 'Case Dispositioned - General Information' page of the Utah Prosecution Council Case Management System. The page includes a header with the system name and a navigation menu. The main content area contains various input fields and dropdown menus for case information, with red arrows pointing to specific features and annotations in purple boxes.

Annotations:

- The logo is the old one
- Logout button
- Date Submitted is NOT read only.
- Category drop down list
- Crime Type drop down list
- Case Court - defaults to assigned court on Events
- Attorney Teams
- Paralegal; Screening Paralegal and Screening Staff
- Arrest Date
- Case Agency - this allows you to add multiple agencies that are associated with a case.
- Case Phase - allows you to move back a phase if necessary - can cause some data issues.

Form Fields and Values:

- Office Case Number: 00001739
- Date Submitted: 01 / 24 / 2000
- Case Status: CLOSED
- Case Type: FELONY
- Custody Status: NONE
- Category: NONE
- Crime Type: NONE
- Case Judge: NONE
- Court Case #: 950547
- Case Court: DM DISTRICT COURT MISCELLANEOUS
- Attorney Team: SV Special Victim
- Assigned Attorney: STANGER, CRAIG N. 11772
- Screening Attorney: TO BE ASSIGNED JS, TBJS
- Paralegal: NONE
- Screening Paralegal: NONE
- Support Staff: NONE
- Screening Staff: NONE
- Victim Advocate: NONE
- Jurisdiction: JS
- Defense Attorney Type: [dropdown]
- Defense Attorney: First: [text] Middle: [text] Last: [text] Bar Number: [text]
- Arrest Date: 01 / 17 / 2000
- Lead Officer: Last Name: BRALEY First Name: S Officer ID No.: D56
- Agency: WEST JORDAN POLICE DEPARTMENT
- Agency Case No: 0000503
- Citation No.: [text]
- Agency Phone: [text]
- Agency Fax: [text]
- Disposition Code: JUVENILE DELINQUENT
- Disposition Date: 01 / 27 / 2000

Case Agency Information:

Agency Name	Agency Case No	Delete
WEST JORDAN POLICE DEPARTMENT	0000503	Lead

1 lead Agency and
Row 1 of 1. <<First <Prev | Next>> 10 20 30 40 All per page

Case Phase: Dispositioned
(Phase specific data can be lost if you go backwards)

Buttons: Save, Back, Forward, Print, Delete, Clear, Cancel

Footer: UTAH PROSECUTION COUNCIL CASE MANAGEMENT SYSTEM
Powered by DTS
© Copyright 2006 State of Utah

Standard PIMS

PROSECUTION INFORMATION MANAGEMENT SYSTEM

General Information | Defendant | Charges | Victim/Witness | Probable Cause | Notes | Documents | Events | Search

Case Prosecution - General Information

Office Case No.: 11 | Court No.: 0943551233 | Case Type: DUI | Case Status: OPEN
Defendant Name: Barney J Smithson 1 | Case Judge: Maria Rodriguez

*Office Case Number: 11 *Date Submitted: 10/13/2009

*Case Status: OPEN A Copy From Another Case

*Case Type: DUI A High Profile: ☐ Link to Another Case

*Custody Status: Booked A

Case Judge: Rodriguez, Maria Julianna 2345 A Court Case #: 0943551233

Assigned Attorney: Flintstone, Fred F 0111 A

*Screening Attorney: Flintstone, Fred F 0111 A

Support Staff: Jones, Belinda A

Victim Advocate: Sanchez, Maria Delores A

Jurisdiction: ATTORNEY GENERAL A

Defense Attorney Type: Public Defender

Defense Attorney: Bosly, Jonathan J 1040 A

Lead Officer

Last Name: Baker First Name: Thomas Officer ID No.: 1234

Agency: Local Police Department A

Agency Case No.: 09-1234 Citation No.:

Agency Phone: 801 595 2222 Agency Fax: 801 495 2212

Disposition Code: NONE A Disposition Date: / / (MM/DD/YYYY)

Save Back Forward Print Disposition Case Delete Clear Cancel

PROSECUTION INFORMATION MANAGEMENT SYSTEM Powered by DTS

© Copyright 2006 State of Utah

Enhanced PIMS Custody Status

*Case Type: FELONY A High Profile: ☐ LINK TO ANOTHER CASE

*Custody Status: NONE A

Category: NONE A

Crime Type: IN JAIL A

Case Judge: NOT BOOKED A

Case Court: OCR A

Attorney Team: PFR A

Assigned Attorney: PRD A

*Screening Attorney: RELEASED CASH BAIL A

Paralegal: RELEASED CRP A

Support Staff: RELEASED NO COMPLAINT A

Victim Advocate: RELEASED ON BOND A

*Jurisdiction: JS A

Case Attorney Type: RELEASED ORL A

Screening Paralegal: NONE A

Screening Staff: NONE A

RIN A

Custody Status list has a lot more entries in it.

DEFENDANT PAGE

There are no significant differences on this page. The only change is that the SS Number field has been moved to the end and the SO number is above that.

The one change to think about is that the Race list is different. We need to agree on what the list should be.

Enhanced PIMS Race list:


- Caucasian
- Black
- Asian
- Native American
- Pacific Islander
- Spanish/American

Standard PIMS list:

- Caucasian
- Black
- Oriental
- Pacific Islander
- Spanish/American

CHARGES PAGE

Enhanced PIMS



General Information | Defendant | Charges | Victim/Witness | Probable Cause | Notes | Documents | Events | Home | Logout

Case Disposition - Charges

Office Case No.: 00001739 | Court No.: 950547 | Case Type: FELONY | Case Status: CLOSED
Defendant Name: MATHEW IAN SMITH 1 | Case Judge:

Search for New Amended Charge | Search for New Dispositioned Charge

Dispositioned Charges

Chng	C	Date	Req. chrg	Filed chrg	Amended chrg	Dispositioned chrg	Disposition
↑↑	1	01/17/2000		SEX AB CHILD		SEX AB CHILD E	PG
↑↑	2	01/17/2000		SEX AB CHILD		SEX AB CHILD E	DISMISSED
↑↑	3	01/14/2000		SEX AB CHILD		SEX AB CHILD E	DISMISSED

Rows 1 to 3 of 3. <<First <Prev | Next> Last>> 10 20 30 40 All per page

Reason Code: NONE Note:

*Dispositioned Date: / / (MM/DD/YYYY) Disposition: NONE

*Statute: *Offense Level: *Short Desc.:

*Long Description:

*Charging Phrase:

Repealed Date:

*Offense Date From: / / (MM/DD/YYYY) To: / / (MM/DD/YYYY)

Offense Location: Copies:

City/District: NONE A

Save Back Forward Print Clear Cancel


[Click here to lock this case.](#)

UTAH PROSECUTION COUNCIL CASE MANAGEMENT SYSTEM Powered by DTS

Reason Code drop down list

Disposition List - Appears to be hard-coded. Standard PIMS is taken from a user editable list.

Standard PIMS



PROSECUTION INFORMATION MANAGEMENT SYSTEM

[General Information](#) | [Defendant](#) | [Charges](#) | [Victim/Witness](#) | [Probable Cause](#) | [Notes](#) | [Documents](#) | [Events](#) | [Search](#)

Case Prosecution - Charges

Office Case No.: **11** | Court No.: **0943551233** | Case Type: **DUI** | Case Status: **OPEN**
Defendant Name: **Barney J Smithson 1** | Case Judge: **Maria Rodriguez**

[Search for New Amended Charge](#) | [Search for New Dispositioned Charge](#)

Dispositioned Charges

Chng	C	Date	Reg. chrg	Filed chrg	Amended chrg	Dispositioned chrg	Disposition
↑↓ 1	<input type="checkbox"/>	10/01/2009	Theft<5000-3	Theft<5000-3	Amend	Disposition	
↑↓ 2	<input type="checkbox"/>	10/01/2009	VehicleBurg-A	VehicleBurg-A	Amend	Disposition	

Rows 1 to 2 of 2. <<First <Prev | Next> Last>> 10 20 30 40 All per page

*Disposition: [NONE](#) [A](#) Note:

*Dispositioned Date: / / (MM/DD/YYYY)

*Statute: *Offense Level: *Short Desc.:

*Long Description:

*Charging Phrase:

Repealed Date:

*Offense Date From: / / (MM/DD/YYYY) To: / / (MM/DD/YYYY)

Offense Location: Copies:

City/District: [NONE](#) [A](#) Incident #:

[Save](#) [Back](#) [Forward](#) [Print](#) [Disposition Case](#) [Clear](#) [Cancel](#)


Checkboxes next to each charge that allows user to work with multiple charges at the same time. Example: If a user wants to delete several counts, they simply check the box for all the charges to be deleted and clicks on delete.

Editable Disposition list

Added an Incident # field to allow users to input incident #'s for individual charges in Juvenile cases.

VICTIM/WITNESS PAGE

Enhanced PIMS



CASE MANAGEMENT SYSTEM

[General Information](#) | [Defendant](#) | [Charges](#) | [Victim/Witness](#) | [Probable Cause](#) | [Notes](#) | [Documents](#) | [Events](#) | [Home](#) | [Logout](#)

Case Disposition - Victim/Witness Information

Office Case No.: **00001739** | Court No.: **950547** | Case Type: **FELONY** | Case Status: **CLOSED**
Defendant Name: **MATHEW IAN SMITH 1** | Case Judge:

Current Victim/Witness Listing

Type	Last Name	First Name	M.I.	Suffix
VICTIM	SMITH	CINDY		
WITNESS	BELL	ROSALYN		
LAW ENFORCEMENT	BRALEY	S		

Rows 1 to 3 of 3. <<First <Prev | Next> Last>> [10](#) [20](#) [30](#) [40](#) [All](#) per page

New Victim/Witness

☐ Business

*Last Name: *First Name: Middle Initial: Suffix:

*Type: [VICTIM](#) Notify: ☐

C/O:

*Address: ☐ Unknown
Address2:

City: State: [UT](#) Zip Code: (00000-0000)

Phone: Alt Phone: Fax:

Date Of Birth: / / (MM/DD/YYYY)

Impact Sent: / / (MM/DD/YYYY) Returned: / / (MM/DD/YYYY)

Victim/Witness Notes:


Email Address: Subpoena: ☐

UTAH PROSECUTION COUNCIL CASE MANAGEMENT SYSTEM


Powered by **DTS**

Impact Sent and Returned Date fields.

Standard PIMS



PROSECUTION INFORMATION MANAGEMENT SYSTEM



[General Information](#) | [Defendant](#) | [Charges](#) | [Victim/Witness](#) | [Probable Cause](#) | [Notes](#) | [Documents](#) | [Events](#) | [Search](#)

Case Prosecution - Victim/Witness Information

Office Case No.: **11** | Court No.: **0943551233** | Case Type: **DUI** | Case Status: **OPEN**
Defendant Name: **Barney J Smithson 1** | Case Judge: **Maria Rodriguez**

Current Victim/Witness Listing

Type	Last Name	First Name	M.I.	Suffix
ARRESTING OFFICER	Baker	Thomas		

Row 1 of 1. <<First <Prev | Next> Last>> [10](#) [20](#) [30](#) [40](#) [All](#) per page

New Victim/Witness

☐ Business

* Last Name: * First Name: Middle Initial: Suffix:

* Type: [VICTIM](#) 4

C/O:

* Address: ☐ Unknown

Address2:

City: State: [UT](#) Zip Code: (00000-0000)

Phone: Alt Phone: Fax:

Date Of Birth: / / (MM/DD/YYYY)

Notes:

Email Address:

Subpoena: ☐

Restitution Amt:

[Save](#) [Back](#) [Forward](#) [Print](#) [Disposition Case](#) [Clear](#) [Cancel](#)

Powered by **DTS**

© Copyright 2006 State of Utah

Notify Checkbox is hidden

Restitution Amount field

PROBABLE CAUSE PAGE


There are no differences between the systems on this page.

NOTES PAGE

There are no differences between the systems on this page.

DOCUMENTS PAGE

Enhanced PIMS












General InformationDefendantChargesVictim/WitnessProbable CauseNotesDocumentsEventsHomeLogout

Case Prosecution - Case Documents



Office Case No.: 00008523 | Court No.: 001907262FS | Case Type: FELONY | Case Status: OPEN
Defendant Name: JESSICA DELCARMEN SMITH 1 | Case Judge: KIM ADAMSON

Successful print of document DSubpoena_Broadway_Adult_00008523_02012010145136.rtf
Successful print of document DSubpoena_Broadway_Adult_00008523_02012010145136.rtf
Record 2DSubpoena_Broadway_Adult_00008523_02012010145136.rtf saved

Current Document Listing

Date	User	Participant	Description	Title	Option
02/01/2010	Ron Weight	RYAN SMITH	DSubpoena_Broadway_Adult	2DSubpoena_Broadway_Adult_00008523_02012010145136.rtf	  
02/01/2010	Ron Weight	DUSTIN MARSHALL	DSubpoena_Broadway_Adult	1DSubpoena_Broadway_Adult_00008523_02012010145136.rtf	  
02/01/2010	Ron Weight		Amended_DA_Information_Warrant	Amended_DA_Information_Warrant_00008523_02012010144607.rtf	  

Rows 1 to 3 of 3. <<First <Prev | Next> Last>> 10 20 30 40 All per page

Subpoena  A
Select Template  A
Upl

Generate document
Back Forward Pr
Upl
Clear Cancel


UTAH PROSECUTION COUNCIL CASE MANAGEMENT SYSTEM
Powered by DTS
© Copyright 2006 State of Utah

The processing of some documents (such as subpoenas) is different, sending them directly to the printer. If a user clicks on the little printer icon, they can re-print the document.


If a participant is selected for a document, the name is shown in the list with the document. 1 line is shown for each participant selected, but NOT for each participant in the case.

When participants are selected in a case, a separate document is created for each with a different prefix (1 and 2 as seen here).

Standard PIMS



PROSECUTION INFORMATION MANAGEMENT SYSTEM



[General Information](#) | [Defendant](#) | [Charges](#) | [Victim/Witness](#) | [Probable Cause](#) | [Notes](#) | [Documents](#) | [Events](#) | [Search](#)

Case Prosecution - Case Documents


Office Case No.: **11** | Court No.: **0943551233** | Case Type: **DUI** | Case Status: **OPEN**
Defendant Name: **Barney J Smithson 1** | Case Judge: **Maria Rodriguez**


Record Subpoena_11_02012010145708.rtf saved

Current Document Listing

Date	User	Description	Title	Option
02/01/2010	Ronald Weight	Subpoena	Subpoena 11 02012010145708.rtf	↩ ✖ ✖
12/31/2009	Ronald Weight	Information	Information 11 12312009113500.rtf	↩ ✖ ✖
10/13/2009	Ronald Weight	Information	Information 11 10132009091234.rtf	↩ ✖ ✖

Rows 1 to 3 of 3. <<First <Prev | Next> Last>> [10](#) [20](#) [30](#) [40](#) [All](#) per page

District Templates 

Select Template 


Upload:

PROSECUTION INFORMATION MANAGEMENT SYSTEM

Powered by **DTS**

EVENTS PAGE

Enhanced PIMS



CASE MANAGEMENT SYSTEM

[General Information](#) | [Defendant](#) | [Charges](#) | [Victim/Witness](#) | [Probable Cause](#) | [Notes](#) | [Documents](#) | [Events](#) | [Home](#) | [Logout](#)

Case Disposition - Event

Office Case No.: **00001739** | Court No.: **950547** | Case Type: **FELONY** | Case Status: **CLOSED**
Defendant Name: **MATHEW IAN SMITH 1** | Case Judge: **KIM ADAMSON**

Current Events Listing

Event Date	Event	Event Location	Comments
01/27/2000 9:00AM	PRE-TRIAL	THIRD DISTRICT JUVENILE COURT	PLED/SENTENCED 700

Row 1 of 1. <<First <Prev | Next> Last>> 10 20 30 40 All per page

Court Case #: **950547**

*Event Start Date: / / (MM/DD/YYYY) Time: : ☒ AM ☐ PM

*Event: **A**

Court: **DM DISTRICT COURT MISCELLANEOUS** **A**

Event Judge: **A**

Attorney Team: **SV Special Victim** **A**

Assigned Attorney: **STANGER, CRAIG N. 11772** **A**

Appearance Attorney: **A**

Defense Attorney Type:

Defense Attorney: First: Middle: Last: Bar Number:

Reason Code: **NONE** **A** Disposition Reason:

Disposition: **NONE** **A**

Comments:

Defense Attorney Type is different in that it does NOT use a drop down list when Public Defender type is selected. You must ALWAYS type in the defense attorneys name. A list is NOT available. This defaults to the same as on the General Information page.

Court; Team and Assigned Attorney all default to values on General Information Page.


The Assigned Attorney and the Attorney Team lists are not found in standard PIMS

Event Reason Code


UTAH PROSECUTION COUNCIL CASE MANAGEMENT SYSTEM

Powered by **DTS**

Standard PIMS



PROSECUTION INFORMATION MANAGEMENT SYSTEM



[General Information](#) | [Defendant](#) | [Charges](#) | [Victim/Witness](#) | **[Probable Cause](#)** | [Notes](#) | [Documents](#) | [Events](#) | [Search](#)

Case Prosecution - Event



Office Case No.: **11** | Court No.: **0943551233** | Case Type: **DUI** | Case Status: **OPEN**
Defendant Name: **Barney J Smithson 1** | Case Judge: **Maria Rodriguez**

Current Events Listing

Event Date (desc)	Event	Event Location	User ID
12/01/2009 9:10AM	FILED WITH COURT		pamann
10/13/2009 9:11AM	SUBMIT FOR SCREENING		rweight
10/13/2009 9:08AM	RECEIVED CASE		rweight


Rows 1 to 3 of 3. <<First <Prev | Next> Last>> [10](#) [20](#) [30](#) [40](#) All per page


Court Case #:


*Event Start Date: / / (MM/DD/YYYY) *Event:  


Location:

*Time: : ☒ AM ☐ PM


Event Judge: 

Appearance Attorney: 

Defense Attorney Type: 

Defense Attorney: 

Comments:

Disposition: 

Disposition Reason:

PROSECUTION INFORMATION MANAGEMENT SYSTEM


Powered by **DTS**

A clickable calendar app is available for event dates. When used, it fills in the date for you. Helpful to see a calendar when in court.

A dropdown list of defense attorneys is available if Defense Attorney Type = Public Defender. This allows users to save address / phone data for merging into documents.

SEARCH PAGE

Enhanced PIMS



CASE MANAGEMENT SYSTEM

General Case Search

Case Number:

Defendant

Last Name: First Name: Middle Name: Suffix:

Date of Birth: / / (MM/DD/YYYY)

Court Number:

OTN Number:

SO Number:

Booking Number:

Agency Case No:

Case Status:

Business Name:

Agency:

High Profile: ☐

Search

Add New Case

Clear

Cancel


UTAH PROSECUTION COUNCIL CASE MANAGEMENT SYSTEM

Powered by **DTS**

© Copyright 2006 State of Utah

Additional search fields

Standard PIMS



PROSECUTION INFORMATION MANAGEMENT SYSTEM

General Case Search

Case Number:

Defendant

Last Name: First Name: Middle Name: Suffix:

Date of Birth: / / (MM/DD/YYYY)

Court Number:

Agency Case No:

Case Status:

Business Name:

Agency:

High Profile: ☐

Search

Add New Case

Clear

Cancel

PROSECUTION INFORMATION MANAGEMENT SYSTEM

Powered by **DTS**

© Copyright 2006 State of Utah

SEARCH RESULTS SCREEN

Enhanced PIMS



CASE MANAGEMENT SYSTEM

Case Search Results

Click on Case# to edit/view

<u>Case Num</u>	<u>Last Name</u>	<u>First Name</u>	<u>Case Type</u>	<u>Case Status</u>	<u>Phase</u>	<u>Court #</u>
00001063 	SMITH	JAMES	FELONY	CLOSED	Dispositioned	001101477FS
00002795 	SMITH	JEFFREY	MISDEMEANOR	CLOSED	Dispositioned	994005446
00008523 	SMITH	JESSICA	FELONY	OPEN	Prosecution	001907262FS
00007015 	SMITH	JASON	FELONY	CLOSED	Dispositioned	001400325FS
00007649 	SMITH	JEREMY	FELONY	CLOSED	Dispositioned	001907705FS
00011231 	SMITH	JENNIFER	MISDEMEANOR	CLOSED	Dispositioned	889859
00009496 	SMITH	JOSHUA	MISDEMEANOR	CLOSED	Dispositioned	978881
00014580 	SMITH	JEFFERY	MISDEMEANOR	DECLINED	Screening	
00012741 	SMITH	JEROME	MISDEMEANOR	CLOSED	Dispositioned	001400614
00012747 	SMITH	JOLITA	MISDEMEANOR	CLOSED	Dispositioned	004001730


Rows 1 to 10 of 255. <<First <Prev | Next> Last>> 10 20 30 40 All per page

[Search Again](#) [Cancel](#)

The Phase column is included in Enhanced version.


UTAH PROSECUTION COUNCIL CASE MANAGEMENT SYSTEM

Standard PIMS



PROSECUTION INFORMATION MANAGEMENT SYSTEM

Case Search Results




Click on Case# to edit/view

Case Num	Last Name	First Name	Attorney Name	Case Type	Case Status	Offense Date	Court #
19 S				SEX RELATED CASE	OPEN		
22 S			Flintstone	OTHER	OPEN		
26 S	Albor	Juan	Flintstone	SEX RELATED CASE	OPEN	08/01/2009	
18 S	bugden	walter		SEX RELATED CASE	OPEN	05/01/2009	
12 S	Gonzalez	Roberta	Flintstone	BURGLARY	OPEN	10/01/2009	09231010
21 S	Jungle	George	Flintstone	SEX RELATED CASE	OPEN	12/31/2009	10-20100
14 S	padilla	armondo	Flintstone	SEX RELATED CASE	OPEN	07/09/2009	
2009-654 S	Small	Kelly		SEX RELATED CASE	OPEN	01/01/1952	2009-654
11 S	Smithson	Barney	Flintstone	DUI	OPEN	10/01/2009	0943551233

Rows 1 to 9 of 9: <<First <Prev | Next> Last>> [10](#) [20](#) [30](#) [40](#) All per page

Standard PIMS has an Attorney Name and an Offense Date column, but has dropped the Phase column.



REPORTS

SL County has some additional custom reports that are not available to standard PIMS.

Utah Prosecution Council CASE MANAGEMENT SYSTEM

Reports

General Search	Standard Reports	
Add New Case	Case By Agency	Case By Judge
Case Initiation	Case By Assigned Attorney	Case By Support Staff
Case Screening	Case By Defense Attorney	Case By Type
Case Prosecution	Case By Event	Case By Victim Advocate
V/W Search	Case By Filed or Declined Status	Case By Witness Subpoenaed
Administration	Declined cases not sent to BCI	
Summary	Salt Lake County Reports	
Reports	Case By Screening Paralegal	Case By Screening Support Staff
	Case By Paralegal	B100
	B210	B250
	B922	B930

Additional, custom reports for SL County.

UTAH PROSECUTION COUNCIL CASE MANAGEMENT SYSTEM

Powered by DTS

© Copyright 2006 State of Utah

CALENDAR

There is no visual difference in the calendar screens. They work the same.

PROCESSING DIFFERENCES

Other than the differences in code and processing associated with the UI (user interface) differences, there appears to be only the following substantive differences:

- Reports – the custom reports may not work without making changes to some internal processing or processing on the server
 - Check with DTS to verify this
 - If they won't work without substantial changes, just hide the reports for those offices who choose to or who cannot use the reports.
- Documents – Some documents are handled automatically – check with DTS and SL County to determine how and what
 - For example: Subpoenas are created as a separate document for each participant selected when creating the subpoena. PIMS automatically prefixes the name of the document with a 1, 2, etc. depending on how many participants are selected.
 - PIMS then sends the created subpoenas directly to a defined printer.
 - We need to define what documents are handled differently and how they will be handled when moving to EDMS integration

There may be other issues that we are unaware of:

- Meet with DTS to go over the possible issues with this
- Check if there are processing / automated functions that will not work with standard PIMS if the code is merged or if it will cause some issues

RECOMMENDATIONS FOR CODE BASE MERGER

The following page(s) describe the recommendations for code merger. These recommendations may not occur in the order that they need to be done.

1. After merger, we should call it simply PIMS, but in these recommendations, we will refer to the code base being used by SL County as the enhanced version and the code base being used by all other offices as the standard version.
2. Change the logo in the enhanced version to the same as found in the standard version
3. Change the version # to 1.5.0
 - a. For every project / change that is done, increase the version up 1 point (example: the next change /project would be version 1.5.1). This should be done every time a new change is compiled and put into production.
 - b. Go up to 1.5.10, then the next production version would be 1.6.0 and so forth.
 - c. When we create a major new project, the version number should go up. Example: when we complete the Phase II (integration with the courts), the version number should go to 2.0.0 and increase as above during changes to this version (2.0.1, 2.0.2... 2.0.10 ... 2.1.0 ... 2.1.10 ... 2.2.0, etc.).

- d. When we complete the Phase III (integration with the courts), the version number should go to 3.0.0 and increase as above during changes to this version (3.0.1, etc.).
 - e. We need to be able to keep track of who has the latest version and who needs to be updated.
- 4. Charge Screen differences
 - a. Add the multiple offense handling features found in PIMS standard version to the PIMS enhanced version.
 - i. When working with a charge, the user can check all the boxes next to charges that can be handled in the same way as the one being worked with.
 - b. Add Incident Number to the charge page.
- 5. Victim/Witness Page
 - a. Add Restitution Amount field to the Victim/witness page to match that in the standard version
 - b. Keep the victim impact sent and received date fields
 - c. Notify checkbox
 - i. This box had a bug in the standard version and was disabled
 - ii. It is NOT disabled in the enhanced version
 - iii. Keep it or Not?
- 6. Replace Home button under the logo with a Search button as it is in the standard version.
- 7. Race List
 - a. Change this list as it is in the enhanced version
 - i. It would be preferable to change this to reference values in the PickList table that users can manage.
 - b. This would require a simple query to be run on the database of standard version users to map the differences to the appropriate values or they won't show up in a case.
 - i. There is 1 difference. In the standard version there is an Oriental value; in the enhanced version it is Asian. We could simply update the records so Oriental = Asian when this is installed in a standard version office.
Which should it be? Asian or Oriental?
- 8. Search Screen
 - a. Enhanced PIMS has three (3) additional fields included on the search screen.
 - i. OTN #
 - ii. SO #
 - iii. Booking #
 - b. We recommend simply keeping this screen with the additional fields since users can search by the same criteria as they have before and can use the additional fields if desired without any issues.
- 9. Search Results Screen

- a. Enhanced PIMS has the Phase column in the search results which has been dropped in the Standard PIMS
 - b. Standard PIMS has the following columns that Enhanced PIMS does NOT have.
 - i. Attorney Name (assigned attorney)
 - ii. Offense Date
 - c. We recommend that the Standard PIMS search results screen take the place of the Enhanced screen
 - i. Note: Do we want to keep the Phase column? There may be a problem with keeping it because of screen space.
10. Keep the function of the Defense attorney type in the standard version, but alter it as follows:
- a. Defense attorney types:
 - i. Enhanced version
 - 1. Public Defender
 - 2. Privately Retained
 - 3. Pro Se
 - 4. Court Appointed
 - ii. Standard Version
 - 1. Public Defender
 - 2. Privately Retained
 - 3. Pro Se
 - b. In the enhanced version, there is no drop down list. We still need this ability after the code merger, so handle this by adding another defense attorney type such that the list will now be:
 - 1. Public Defender
 - 2. Privately Retained
 - 3. Pro Se
 - 4. Court Appointed
 - 5. Defense Attorney List
 - c. Only the Defense Attorney List type will allow the user to pick from a list. This type can be hidden if it is an option set in a properties file that defines fields / options to be hidden.
 - d. This will apply to the General Information Page as well as the Events page where the list appears
 - e. Default the Defense Attorney Type to Pro Se
11. Events Screen
- a. Add the calendar button for event date as seen in the standard version
 - b. Keep all other fields, but allow hiding fields that are not needed as defined below.
12. Documents Screen

- a. We recommend keeping the Participant column in the documents review page for the merged version of PIMS.
 - b. Document processing should be changed to not automate printing.
 - c. **NOTE: We need to discuss how this automated processing of some documents will need to change when we implement the EDMS integration. How will this work with the documents being sent to the EDMS?**
13. Provide an options property file that allows offices to select certain fields / options as hidden or not available.
- a. Allow the hiding / disabling of the following fields / options
 - i. General Information Page
 - 1. Defense Attorney List value in the Defense Attorney Type drop down
 - 2. Attorney Team – most offices will not need this.
 - 3. Paralegal
 - 4. Screening Paralegal
 - 5. Screening staff
 - 6. Case Phase
 - ii. Charges Page
 - 1. Reason Code
 - iii. Events Page
 - 1. Attorney Team
 - 2. Assigned Attorney
 - 3. Reason Code
14. Security Issues
- a. The enhanced version includes a UMD (Utah Master Database) login.
 - b. The standard version is a simple login using local login data only, no UMD ID needed.
 - c. There are three options I can see:
 - i. Move everyone to the UMD login
 - 1. This looks like the best option. It is more secure and anyone can get a UMD account.
 - 2. It will take a little more work to get users setup initially.
 - ii. Create a new security model
 - 1. We can investigate this and see if it makes sense, but would cost more.
 - iii. Create a login branch that keeps the same login as each office currently has.
15. Logout Button
- a. We recommend that this be included for all users. It can be modified if the security model is changed.